

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS



DALLAS DIVISION
24-HOUR DROP BOX SERVICE

Begins June 10, 2002

In a continuing effort to improve services to the members of the federal bar and the public, the Northern District of Texas is pleased to announce installation of a 24-hour drop box in the Dallas division. The drop box will allow litigants the ability to file documents with the court 24-hours a day, 7 days a week. **This new 24-hour service is scheduled to begin on June 10, 2002.**

The drop box is designed with a built-in stamp that will be used to show the date and time documents are placed in the depository. A document will be considered to have been filed as of the date and time it is date stamped and placed in the drop box.

Documents will be retrieved from the drop box at least two times daily during normal business hours. Please note it is the filer's responsibility to date stamp items being placed in the drop box to ensure they receive the proper file date. Any document placed in the container without a date stamp will be considered to have been filed at the time a deputy clerk removes it from the drop box.

Also, please remember any document that does not comply with the federal rules or our local rules may be unfiled at the direction of the presiding judge.

The 24-hour drop box is located on the corner of Griffin Street and Wood Street.

Note: The 24-hour drop box will replace the current drop box located inside of the Earle Cabell Federal Building at 1100 Commerce Street.

